



**VISAYAS**  
STATE UNIVERSITY



**INSTITUTE OF HUMAN KINETICS**

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July 1, 2022

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **DR. DANIEL S. LESLIE TAN**  
VP for Administration and Finance  
Chairman of Non-academic Personnel Board

Dear Dr. Tulin:

Greetings of peace and solidarity!

The Institute of Human Kinetics Personnel understands the process of the recruitment, selection, and placement of administrative staff at the University. It has been one (1) year and five (5) months since the retirement of Engr. Alex Tulin, and up until now, no replacement yet. The Institute sees the need for Engr. Tulin's replacement in preparation for the resumption of face-to-face classes and the resumption of games and sports activities at the University. In fact, in December 2022, a scheduled mini SCUAA will be conducted and participated by the University Varsity Team. A full event, National SCUAA, is also scheduled for March of 2023. With this, we are in dire need of Engr. Tulin's replacement to prepare for the upcoming face-to-face classes and events. We are humbly asking that the deployment of Engr. Tulin's replacement will be released soon.

Furthermore, we humbly request hiring one job order (Clerk) as a replacement for Mrs. Araceli Managbanag, who just retired on May 23, 2022; for the meantime, to manage and provide administrative functions and support for the university students. The committee sees the need to hire the JO worker while waiting for the replacement of Mrs. Managbanag because of the following reasons:

1. The Institute of Human Kinetics is growing in terms of student population assisted as a service course provider. Aside from the service physical education courses for the college and senior high school students, the Institute also offered two degrees: the Bachelor of Physical Education (BPEd) and the Bachelor of Culture and Arts Education (BCAEd), with a total population of 318 students actively enrolled in these programs. Considering the number of students the Institute handles, the unit experiences difficulty providing support services to the teaching-learning process.
2. The Institute is now preparing for the resumption of face-to-face university activities, especially sports-related activities like University-wide Intramurals and Goodwill Games. Add to that is the participation of VSU in the Regional and National SCUAA. Hiring the administrative staff is necessary to help the existing JO clerk perform the administrative functions better and more effectively.



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**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge  
and innovative technologies for sustainable communities and environment.

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**FM-VSU-03**  
v0 05-04-2020

No.IHK-27- 119